



WIRELESS E-911 SERVICES BOARD

MARCH 10, 2004

10:00 a.m.

110 S. 7th Street
3rd Floor Conference Room
Richmond, Virginia 23219

Members Present:	Lemuel Stewart, Chairman Robert W. Woltz, Vice Chairman Tracy Hanger Captain John Furlough Linda Cage	Pat Shumate Sheriff Ron Oakes Gaylene Kanoyton David Von Moll
Members Absent:	Chief Henry Stanley Chief Julian Taliaferro	Melvin Breeden John Howell
Staff Present:	Steve Marzolf, Coordinator Dorothy Spears-Dean, Analyst	Jerry Simonoff Terry Mayo – Administrative Assistant

1. CALL TO ORDER

Lemuel Stewart, Chairman, called the meeting of the Board to order at 10:15 a.m. Mr. Stewart introduced himself, and welcomed all in attendance.

2. APPROVAL OF JANUARY MINUTES

Pat Shumate made a motion, seconded by Linda Cage that the Board minutes of January 14, 2004 are approved as presented; passed 9-0-0.

3. ELECTION OF A VICE-CHAIRMAN

David Von Moll made a motion, seconded by Linda Cage that Robert Woltz be nominated for the position of Vice-Chairman for E-911 Wireless Board; passed 9-0-0.

4. FINANCIAL REPORT

Mr. Marzolf presented the overview of the financial report ending January 31, 2004. Mr. Marzolf informed the Board that the new fund balance is now about 11.5 million dollars (see attached Report).

5. CMRS MONTHLY STATUS SUMMARY

Mr. Marzolf gave the Board a summary of the CMRS. Mr. Marzolf presented the Board with the summary numbers of each carrier. He informed the board that Verizon still leads with 79 Phase I deployments, and 41 Phase II deployments. Mr. Marzolf informed the Board that there was not a

whole lot of progress this past month; however, we are at a point where we have plateau where all of the localities that have requested service are pretty much deployed. We are starting to get some more localities making requests for service such as Bland, Scott, and Nelson Counties. Those PSAPs who are ready for Phase II are almost all deployed (see attached report).

6. PSAP FUNDING COMMITTEE REPORT

Mr. Marzolf reminded the Board that they requested the chair create a committee to look at seven issues that came up during the review of fiscal 2003 true-ups as well as the fiscal 2005 funding requests. The committee was tasked with making a recommendation to the Board as to whether the funding guidelines to the PSAPs should be modified to include these costs, or whether or not they should be funded. Also, to determine if the costs should go into 2004 or be only included in 2005 (see attached minutes). The items are:

- a) Make “busy” circuits
- b) VSP transfer lines
- c) CAD-based mapping maintenance
- d) Voice logging recorder maintenance
- e) Instant recall recorder maintenance
- f) Mapping at shared formula #2 instead of #1
- g) EMD program costs

Mr. Marzolf presented the committee’s finding (see attached minutes). Mr. Woltz made a motion, seconded by Mr. Shumate that the committee’s recommendation be approved; passed 9-0-0.

On the second issue of this topic as to determine if the costs should go into 2004 or be only included in 2005. Mr. Woltz made a motion, seconded by Mr. Shumate that the Board approves making the change for “Voice Logging” recorder maintenance effective with FY2006, and “Make Busy Circuits” and “CAD-Based Mapping Maintenance” effective with true-ups in 2005; passed 6-3-0.

7. FOIA TRAINING

Mr. Marzolf introduced Maria Everett, Executive Director of Virginia Freedom of Information Advisory Council, to give the Board training on “FOIA” which stands for Freedom of Information Act. Ms. Everett passed out handouts to the Board and gave her presentation. There were no questions from the Board or Public.

8. OLD BUSINESS

- a) VBMP Update

Mr. Marzolf introduced Mr. Bill Shinar to the Board to present an overview and update of the Base Mapping Program that the Board approved funding for two years ago as a pilot. Mr. Shinar gave his presentation, and Mr. Marzolf informed the Board that this is a prelude to the next meeting in May, in which he would like to ask the Board to approve funding to convert other layers necessary for the address maintenance process and to verify and correct street centerline issue identified by VGIN. However, Mr. Marzolf informed the Board that there are no specific requests at this time.

b) FY2003 True-up

Mr. Marzolf informed the Board that even though true-ups were formalized two meetings ago, New Kent sent a letter (see attached) with a missed \$934.34 in cost for their FY2003 true-ups. Part of this was because they had the incorrect amount for the wireless trunk installation cost, and that their long-distance charges were under reported by \$4.00. They have provided supporting material, and we would recommend approving that their true-up be amended in that amount.

c) PSAP Funding Adjustments

FY2004 Adjustments:

Blacksburg for a mapping display system in the amount of \$135,000;

Charlotte County for a mapping system in the amount of \$62,626;

Montgomery for a mapping system in the amount of \$66,508;

Nottoway County for a mapping system in the amount of \$85,000;

Patrick for a mapping system in the amount of \$505,000;

Pulaski for a mapping system in the amount of \$23,178.00 in addition to the existing \$135,000;

Radford for a mapping system in the amount of \$135,000; and

Stafford for \$166,767 for a mapping system and \$19,492 for 4 additional wireless trunks.

FY2005 Adjustments:

Portsmouth for a CPE upgrade in the amount of \$98,990.50, which is the wireless percentage of the purchase.

Montgomery County has also asked for \$18,300 for a Voice Logging Recorder as their current Voice Logging Recorder cannot be expanded. They plan to buy a new 8-channel recorder solely for wireless. Montgomery was advised that the Board does not mandate recording and the Board's policy is that it will only fund this at the wireless percentage. They have asked for the Board to consider the full amount of \$18,300. As it is not keeping with the Board's policy on funding, staff did not recommend that the Board fund it, as it could encourage others to put in requests for second recorders just for wireless. Mr. Steward called for a motion on the above items for consideration and to vote on the items as a block. Mr. Woltz made a motion, seconded by Ms. Cage that the items be approved with the exception of the Montgomery request concerning the second voice logging system; passed 9-0-0. Ms. Cage made a motion, seconded by Mr. Shumate that the Board approve funding to the wireless percentage if Montgomery would like to proceed with the purchase using other funding; passed 9-0-0.

9. NEW BUSINESS

a) Public Education Proposal (SW VA and Funding Guidelines)

Mr. Marzolf introduced two representatives from SW Virginia, Katie Gamble, Bland County, and Tim Addington, Scott County, to give a presentation to the Board on a 911 public education proposal for their region (see attachment). The SW Virginia region is requesting \$27,500 from the Board to promote 911 education, as a result of the findings of the survey conducted by VCU. Mr. Marzolf informed the Board that the survey supports the need for this training and staff recommends approval. Mr. Oakes made a motion, seconded by Ms. Cage to approve the funding as requested; approved 9-0-0.

b) Legislative Issues

Mr. Marzolf informed the Board that Senate Bill 171 passed the Board, which allows the Wireless Board to continue paying carriers based on actual costs.

10. **ADJOURN MEETING OF THE BOARD**

Mr. Woltz made a motion to adjourn the meeting, and Ms. Kanoyton seconded the motion. Mr. Stewart informed the Board and Public that the next meeting would be held May 12, 2004. The Board approved adjournment 9-0-0.

Respectfully submitted,

Approved by Board: _____
(date)